

State of Nevada NSLAPR: State Library Services

Version Date: 4/13/2016

1998076 Copyright Files (Inter-Library Loan)

Description: Photocopies of Loan Request forms made when copies of copyrighted materials are provided to individuals or agencies in accordance with 17 U.S.C. 207 which provides that such a reproduction is not to be used for any purpose other than private study, scholarship, or research.

Retention: Retain this records series for a period of three (3) calendar years from the date a copy of a publication is provided.

Disposition: Destroy Securely

1999086 Federal Publications: Depository Shipping List

Description: This record series is used to check items selected for deposit with those received. The list GPO form 3452 accompanies the material and is prepared by the U.S. Government Printing Office, Library Programs Service (Paper Claims, and Microfiche sections). The lists contain data on: item number, classification number, and title.

Retention: Retain for a period of two (2) years from the date of receipt. (See 44USC 1909)

Disposition: Destroy

1999087 Federal Publications: Environmental Impact Statement Card Catalog

Description: This record series is the finding aid for this collection in the State Library. It is composed of 3x5 cards containing a bibliographic description and location number for the environmental impact statement.

Retention: Retain until the item referred to is discarded, declared lost or the system is superseded by automation.

Disposition: Destroy

1999088 Federal Publications: Inspection Report

Description: This is an evaluation report from the Superintendent of Documents, Government Printing Office, which rates the Library as a depository library. The files consist of: U.S. Depository Library Inspection Reports, notes and correspondence.

Retention: Retain this records series until superseded by a current report.

Disposition: Destroy

1999089 Federal Publications: Kardex File

Description: This is an in-house informational aid to keep track of, order, route, or mark certain documents for specialized uses. The series consists of 4 X 6 cards.

Retention: Review this file annually and discard valueless and/or outdated materials.

Disposition: Destroy

1999092 Federal Publications: Maps Catalog

Description: This records series is used to identify available maps, and includes California and Defense Department maps. Data includes map quad, coordinates, title, and bibliographic location.

Retention: Retain this record series until the document is discarded, declared lost, or the system is superseded by automation.

Disposition: Destroy

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1999090 Federal Publications: Monthly Statistics File

Description: This records series is an in-house summary of material(s) sent to the State Library and is used to compile data for annual and special reports to the Government Printing Office and the State of Nevada. Data includes: shipping list number, total number of items on the list and those received in paper, disk, fiche, video, or any other format.

Retention: Retain for a period of two (2) years from date of receipt.

Disposition: Destroy

2000024 Reference Questions

Description: This record series consists of reference questions received by the Nevada State Library, Public Services Section. This series may contain: Telephone and mail logs, faxes, e-mails, and written correspondence. This series is also used to compile monthly and annual statistics for library service reports.

Retention: Retain for a period of one (1) fiscal year from the fiscal year to which they pertain.

Disposition: Destroy Securely

2000025 Reference Statistics for Library Services

Description: This record series is a statistical report which documents library service requests. This report is compiled by the Public Services section of the Nevada State Library and may contain: total number of reference transactions, total interlibrary loan workload, total requests by governmental and statistical agencies, total number of requests for CLAN information, and number of tours or workshops given by library staff.

Retention: Retain record series for a period of one (1) fiscal year from the fiscal year to which they pertain.

Disposition: Destroy

1987120 State Agency Depository Shipping List

Description: This is a list of items received for distribution from State agencies. The list show: Title, date, and classification number.

Retention: The lists may be discarded two (2) calendar years after receiving them.

Disposition: Destroy

1999106 State Data Center Affiliate Agreement

Description: This record series documents the agreements made between the State Data Center and its Affiliate entities. The files may contain: Cover Letter, Affiliate Agreement, Instructions and related correspondence.

Retention: Retain for a period of six (6) calendar years from the termination/completion of the agreement.

Disposition: Destroy

1999107 State Data Center Memorandum of Understanding

Description: This record series documents the agreements made between the United States Census Bureau and the Nevada State Library and Archives, and outlines the duties and responsibilities of the parties involved. The files may contain: Cover Letter, Agreement, Instructions and related correspondence.

Retention: The Nevada State Library and Archives Administration as the office of record, should retain this record series for a period of six (6) calendar years from the termination / completion of the agreement. Any copies found in the State Data Center may be disposed of at any time after they have outlived their usefulness.

Disposition: Destroy

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1987128 Talking Book Program Patron File

Description: These records document the patrons who use the services of the Talking Book Program. The files may contain, but are not limited to: Application with associated documentation; Requests; Cancellations, and; Related correspondence

Retention: Retain the original application for a period of five (5) calendar years from the date the patron becomes inactive. Retain the reading records for a period of at least one (1) calendar year from the date the patron becomes inactive.

Disposition: Destroy Securely

2016009 Talking Book Program Patron File - Non Activated

Description: These records document potential patrons who have applied for the Nevada Talking Book Services but who did not complete the application process. The files may contain, but are not limited to: applications with associated documentation and related correspondence.

Retention: Retain these records for a period of one (1) year from the end of the calendar year in which the application was received.

Disposition: